

EBO FORM NO. 7

INFORMATION TECHNOLOGY

The purpose of the EBO Form 7 spreadsheet is to meet the reporting requirements to justify, describe, and plan for all Information Technology (IT) related budget expenditures, and IT projects (either ongoing or planned) for FY 2018, regardless of funding source or program. IT related budget request expenditures and projects are defined in the *Code of Alabama, 1975 Section 41-28-2* as “automated data processing, communications systems and services, wide area and local area networks, the Internet, electronic information systems and related information, databases, equipment, goods, and services.”

EBO Form No. 7 consists of four types of tabs (forms) contained within a single spreadsheet.

- Coversheet: Required
- Other IT: Required
- Proj 01 – Proj 10: Agency Projects. Required submission discussed in IT Project tabs section.
- Total IT: Automatically calculated. Agencies cannot enter information in this tab.

Agencies must prepare the “Coversheet” tab, which contains general agency contact information, and the “Other IT” tab representing all non-project IT requested budget expenditures by major object. Planned and continuing IT projects for FY18 must be reported in the IT project spreadsheet tabs (Proj 01 – Proj 10). IT projects are defined as new or ongoing major IT endeavors to 1) increase the effectiveness or efficiency of business processes by applying information technology or using IT to comply with new requirements of business functions, or 2) major investments in IT services, hardware, or software or applications. IT endeavors with a total cost of \$250,000.00 or more must be reported as an IT project. Agencies are not allowed to use project phases or other means to circumvent the cost threshold. Agencies participating in a multi-agency or enterprise IT project must report the agency’s cost as an IT project if the total project cost for all participating agencies exceeds \$250,000.00. Participating agencies should use the same project name for multi-agency or enterprise IT projects such as STAARS or CARES.

All figures should be representative of the entire agency’s IT spend, and NOT just the agency IT organization. The Total IT costs are reflected in the next to last tab, which adds up all IT costs entered in the “Other IT” and Project tabs. The last tab is for State office use only. Detailed instructions for the EBO Form 7 spreadsheet are described below.

Refer all questions regarding the preparation of EBO Form No. 7 or these instructions to the Office of Information Technology at infoOIT@oit.alabama.gov. Additional information and frequently asked questions are shown the Documents section of the OIT website: <http://www.oit.alabama.gov/>

Coversheet Tab

Coversheet – All agencies are required to complete and submit the coversheet.

1. **AGENCY NAME** - Identify the agency name
2. **AGENCY CAS NO** - Identify three-digit agency CAS number. CAS numbers can be found on the Comptroller's website at: <http://comptroller.alabama.gov/pdfs/ChartofAccts/agcy.pdf>
3. **AGENCY CAS ORG. NO.** - CAS 4 character organization code – (Optional) * Note: See Special Instructions #3 for additional information.
4. **NAME** - The agency person who can be called if there are any questions or clarifications needed on the submission.
5. **TITLE, PHONE, E-MAIL** - The title, phone number and e-mail address of agency contact.

State of Alabama			Fiscal Year
EBO Form 7 - Information Technology	Agency IT Budget Request		2018
Agency Name:	1	Agency CAS No.	2
Agency CAS Org. No. (Optional)			3
Agency Contact Information			
Name	4		
Title:	5		
Phone:	5		
E-mail:	5		

Other IT Budget Tab

Other IT Budget - All agencies are required to complete and submit one “Other IT” spreadsheet tab. The “Other IT” represents agency IT items included in the agency budget request but are not related to IT projects (Reported Separately). The “Other IT” budget request is the total agency IT budgeted expenditures excluding separately reported IT projects.

1. Please provide the requested amount for all IT budgeted or planned IT expenditures for all funds by major object being requested in FY2018. (Agency total and not the agency IT organization). Show totals rounding to the nearest dollar. Any IT projects submitted separately should be excluded in the amounts.
 2. Show IT related staff included in budget request. Full Time Equivalents (FTE). An employee that works only half time during the year would be .50 FTE. Similarly, a new mid-year hire working full time would also be .50 FTE because the employee is only working a half year. An employee working half time on maintaining the agency IT applications or infrastructure and half time on an IT project would be counted as .50 on the total “Other IT” staff and .50 as part of the IT project IT staff. (Use two decimals)
 - a. Number of state staff with IT classifications (See listing)
 - b. Number of state staff engaged in IT related functions, but without IT classifications: “No Title at Conversion”, “Retired State Employee”, other state staff doing IT work or functions.
 - c. Ancillary or Support staff providing administrative support to the IT organization such as ASAs and other support staff.
 - d. IT related Contractors on site or teleworking who do IT related work or functions under contract, MOU or MOA for the agency.
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State of Alabama	Agency IT Budget Request	Fiscal Year
EBO Form 7 - Information Technology	Total Other IT Budget - IT Costs not related to IT Projects (Excluding IT Projects Submitted Separately)	2018
Object Code	Object Definition	Requested 2018 (Whole Dollars)
0100	Personnel Costs	
0200	Employee Benefits	1
0300	Travel-In-State	
0400	Travel-Out-Of-State	
0500	Repairs and Maintenance	
0600	Rentals and Leases	
0700	Utilities and Communication	
0800	Professional Services	
0900	Supplies, Materials and Operating Exp	
1000	Transportation Equipment Operations	
1100	Grants and Benefits	
1200	Capital Outlay	
1300	Transportation Equipment Purchases	
1400	Other Equipment Purchases	
1500	Debt Service	
1600	Miscellaneous	
	IT Operations Total	\$ -
Operations IT Staffing (FTE) - (Two Decimals)		
a. IT State Staff with IT Classifications (FTE)		
b. State Staff doing IT functions (FTE)		2
c. Ancillary or Support State Staff (FTE)		
d. Contract Staff		
	IT Operations Staffing Total	0.00

Proj 01 – Proj 10 Tabs

Proj 01 – Proj 10 – The spreadsheet allows 10 IT projects to be reported separately. IT projects are defined as new or ongoing major IT endeavors to 1) increase the effectiveness or efficiency of business processes by applying information technology or using IT to comply with new requirements of business functions, or 2) major investments in IT services, hardware, or software or applications. IT endeavors with a total cost of \$250,000.00 or more must be reported as an IT project. **All agencies are required to complete and submit “Proj 01” – even if there are not any IT projects.** Agencies without any IT projects meeting the threshold should complete “Proj 01” and enter “None” or “N/A” in the Project Title/Name or enter zero (0) for each object and for each type of project staff shown. Proj 02- Proj 10 tabs should be left blank.

1. PROJECT TITLE/NAME - Identify the agency’s project title or name.
2. START DATE (MM/DD/YYYY) - Date IT project started if ongoing or continuing, or the planned start date if the IT project is new.
3. PROJECT DESCRIPTION - The IT project’s description or function – be specific as possible. If the IT project is to replace 300 computers and 3 servers then the IT project would be “Acquire, configure and install 250 desktop computers, 40 laptops, and 10 tablets and 3 database servers”.
4. COMPLETION DATE (MM/DD/YYYY) - The planned completion date of the IT Project.
5. PROJECT PRIORITY - Agency priority number for the IT project. The priority number should be from 1 through the total number of projects with 1 being the highest priority. Duplicate priority numbers are not allowed – there is only one “1” and one “2” and so forth. This is an agency.
6. TOTAL PROJECT COSTS - Total IT Project cost. Round to the nearest whole dollar.
7. EBO-11 OPS PLAN PROJ TAB – Agencies are now required to submit an EBO Form 11 as part of their operations plan. If an existing IT project is continuing into the budget request fiscal year, select the project tab (Proj 01 through Proj 10) to show which tab was used for reporting the same IT project on the EBO Form 11, e.g. if a continuing IT project was reported on the “Proj 02” tab on the IT operations plan (EBO Form 11), select “Proj 02” from the dropdown list. Use the drop down list to select “NEW” for IT related projects which will begin during the budget request fiscal year.

8. TOTAL COSTS TO DATE: - Total amount spent or anticipated expenditures on continuing projects through 9/30/2017 for ongoing or continuing project. The total project cost to date for new projects beginning in FY2018 would be zero (0).
 9. BUDGETED 2017 (Optional) - Show the IT project's budgeted amounts by object for FY17 for ongoing or continuing IT projects or projects starting in FY2017. Show zero (0) dollars for projects starting in FY2017.
 10. REQUESTED 2018 - Show the IT projects requested amounts by object for the FY2018. Round to the nearest dollar. Show whole dollars only.
 11. PROJECT STAFFING - The full time equivalents (FTE) of staff assigned to the project. The FTE is on the IT project basis. An employee working half time on the project for a full year during FY18 would be considered .50 FTE. Similarly, an employee working half time on a project that only last for 6 months during FY2018 would also be considered as .50 FTE. Show IT related staff included the budget request that will be assigned to work on the project.
 - a. Number of state staff with IT classifications (See listing)
 - b. Number of state staff engaged in IT related functions but without IT classifications: "No Title at Conversion", "Retired State Employee", other state staff doing IT jobs.
 - c. Ancillary or Support staff are staff that provide administrative support to the IT organization such as ASAs and other support staff
 - d. IT related Contractors on site or teleworking who do IT related work or functions under contract, MOU or MOA for the agency.
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State of Alabama	Agency IT Budget Request		Project 01
EBO Form 7 - Information Technology	Ongoing and Planned IT Projects (Submit each IT Project on a Separate Tab)		Fiscal Year 2018
IT Project Budget Information			
Project Title/Name:	1	Start Date: (MM/DD/YYYY)	2
Project Description:	3	Completion Date: (MM/DD/YYYY)	4
Project Priority :	5	Total Project Costs: (Whole Dollars)	6
EBO -11 Ops Plan Proj Tab:	7	Total Costs to Date: (As of 9/30/2017)	8
IT Project Budget Information			
Object Code	Object Definition	Budgeted 2017 (Whole Dollars)	Requested 2018 (Whole Dollars)
0100	Personnel Costs		
0200	Employee Benefits	9	10
0300	Travel-In-State		
0400	Travel-Out-Of-State		
0500	Repairs and Maintenance		
0600	Rentals and Leases		
0700	Utilities and Communication		
0800	Professional Services		
0900	Supplies, Materials and Operating Exp		
1000	Transportation Equipment Operations		
1100	Grants and Benefits		
1200	Capital Outlay		
1300	Transportation Equipment Purchases		
1400	Other Equipment Purchases		
1500	Debt Service		
1600	Miscellaneous		
Total Project Cost/Expenditures		\$ -	\$ -
Project Staffing (FTE) Duration of Project - (Two Decimals)			
a. IT State Staff with IT Classifications (FTE)			
b. State Staff doing IT functions (FTE)			
c. Ancillary or Support State Staff (FTE)		11	
d. Contract Staff			
Project Staffing Totals		0.00	0.00

Special Instructions

1. Agencies with more than ten IT projects meeting the threshold can submit multiple spreadsheets. The first spreadsheet submitted should contain the agency total “Other IT” budget request. Complete the coversheet and as many of the project spreadsheet(s) as needed.
 2. Agencies whose IT staff is only partially allocated to an IT project. If an IT staff person is working 25% of their time on an IT project and the remaining 75% of their time is spent on maintaining existing applications or infrastructure, the agency should include the .25 FTE as part of the project staff and include the .75 FTE as part of the “Other IT” staff. The total staff shown under “Other IT” and in the Proj 01 through Proj 10 tabs should not exceed the total anticipated IT staff. The total IT staff for all categories is automatically calculated and shown on the “Total IT” tab.
 3. The “Agency CAS Org. No.” or ORGN is optional. IT budgeting is not simple or necessarily along organizational lines. The CAS Org or ORGN code was an attempt to allow agencies to distribute the EBO Form 7 to the appropriate personnel for completion. Agencies may use a unique 4 character abbreviation for the ORGN code. All the completed EBO Forms 7 would then be gather for submission. All ORGN submissions will be compiled and totaled by the state to create the “Agency” view. This means that each ORGN with any IT expenditures must complete and submit the appropriate spreadsheets – but the IT project priority must be unique and unduplicated for the agency. Only one ORGN can submit an IT project with the number “1” priority. The agency must submit all spreadsheets at the same time. It is the agency’s responsibility to ensure that all ORGNs have completed the appropriate IT spreadsheets and have reviewed the project priority(s) to ensure there are no duplicate priority numbers. Valid ORGN submissions are below:
 - **One Blank or One Total** – Agencies may leave the ORGN field blank or type in “Total” to indicate there will only be one EBO Form 7 submission for the agency with all ORGNs combined.
 - **Multiple ORGN Codes** – Agencies may submit one or more EBO Form 7s with each having a different agency ORGN. All ORGNs with any IT related budget items or IT project must submit a separate completed EBO Form 7. All submitted ORGN EBO Form 7s represent the total IT related expenditures and projects for the agency.
 - **One “All Other” and one or more ORGN EBO Form 7-** Agencies also have the option of submitting individual EBO Form 7s for specific ORGN codes and then combining the rest of the agency using an ORGN code of “All Other” to indicate multiple organizations have been combined. The “All Other” combined with the specific ORGN EBO Form 7 submitted represents total IT related expenditures for the agency.
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